

**Directions to complete the BP Site Specific HAZWOPER Training (Post
Emergency Spilled Oil Cleanup – HSEREH004) course for the Mississippi Canyon
252 Deepwater Horizon Oil Spill May 20, 2010 edition**

Step 1	Log in to: https://www2.virtualtrainingassistant.com/BPPublic/wc.dll?learner~cmenu
<p>Note: Before beginning this course, you may have to remove the Pop-up Blocker from your computer. If so,</p> <ul style="list-style-type: none"> A. Go to "Tools" B. Select "Pop-up Blocker" C. At Pop-up Blocker Settings," select "Allow Pop-ups" 	
Step 2	To Log In, click on: [I'm a New Student] (located to the right of the block for "User ID")
Step 3	<p>You are now on the Edit Profile Screen.</p> <ul style="list-style-type: none"> A. Enter your name into the "Name" section. B. At "I am a ____ [V]" click on the pull-down menu and select "Gov't Agency Representative." C. At "Wildlife Organization [V]," select/click on the pull-down menu and select the appropriate agency (e.g., U.S. Fish and Wildlife Service, USDA Wildlife Services, etc.). D. At "Rehab Location _____," skip this block – leave it blank. E. At "Phone," enter your phone number. F. At "Email Address," provide your email address. G. At "Learner User ID," enter a "4-8 character unique ID." Write down your "User ID." H. At "Password," enter a "4-8 character unique password" and "Please re-enter password, enter your "4-8 character unique password." Write down your "Password." I. NOTE: If you have not done so: <u>write down both your ID and your password.</u> You may need to use them again. J. Select the [Submit Changes] button.
Step 4	<p>You are on the "My Learner For: [your name] Learning Plan" screen.</p> <p>There is a green bar across the middle of the screen, titled "Course Title."</p> <p>Below that, the yellow bar contains the course title for "Post Emergency Spilled Oil Cleanup..[Start]."</p> <ul style="list-style-type: none"> A. Select/click on the [Start] option.
Step 5	<p>The next screen is the "My Learner For: [your name] Course Description" and contains a "Start" button located in the upper left side of the screen (under text: "Course Description").</p> <ul style="list-style-type: none"> A. Select/click on [Start].
Step 6	<p>The next screen is the "My Learner For: [your name] Lessons for Class" and green and yellow bars are located across the middle of the screen.</p> <p>The yellow bar presents a selection for "Health & Safety CBT...[run]," under the "Action" column,</p> <ul style="list-style-type: none"> A. Select/click on [Run].
Step 7	<p>The next screen that appears will be: Training Launched"</p> <ul style="list-style-type: none"> A. From this screen, the program will download a 10.55 MB file for course content
Step 8	<ul style="list-style-type: none"> A. Wait a few moments to allow the download. B. Maximize the screen to full page. C. Proceed through the 107 slides/pages. D. Upon completion, page/screen #107 will indicate that you should "Please continue to the next lesson, press run, and print completion certificate..." <p>Note: In order to complete this action, you will have to close out of the 107 page presentation by selecting/clicking on the red boxed [X] in the upper right corner of the screen</p>
Step 9	<p>At this point, sometimes, the "Sign In" screen will re-appear.</p> <ul style="list-style-type: none"> A. If it does not appear, proceed to step 10. B. If it does appear: <ul style="list-style-type: none"> i. Enter your "User ID" ii. Enter your "Password" iii. Select/click on [Enter]

Step 10	Your previous action will return you to the “Training Launched / Lessons Started” screen. A. Select/click on the [Credit] button.
Step 11	You will then be back at the “Lessons for Class” screen. The yellow bar containing “MC252 Exam...[Start Test]” is now an option: A. Click on [Start Test]
Step 12	The next screen will provide test instructions: A. Read instructions. B. Select/Click on [Start Test]
Step 13	The following screen will begin your test questions. A. Proceed to complete the test questions. B. The final screen provides the option to [Grade Test] C. Select/click on [Grade Test]
Step 14	The following screen will indicate that you “Passed the Test.” Select/Click on [Done]
Step 15	The next screen will present the series of green and yellow bars The third yellow bar will provide the option to print your certificate. A. Select/Click on [Run] to print your certificate
Step 16	A. Your certificate is available on the next screen. B. Print it out. C. Save an electronic copy i. Select/Click on [Page] ii. Select/Click on [Save As]
	E. To close out of this screen, select/click on the [X] in the upper right corner of the screen
Step 17	Bring your certificate with you when you report for duty.

NOTE: If you were not successful in completing this test with an adequate score, you will have two opportunities to retake the lesson.

What does this training mean to you?

This computer based training was developed for government agency personnel and those working through Government agencies supporting BP's efforts specific to the Mississippi Canyon 252 Oil Spill consistent with compliance of OSHA's CPL 2-2.51.

The course is intended for personnel operating in only areas and locations which have been characterized as below Permissible Exposure Levels (PEL) and flammability levels which would trigger the requirement for increased Hazwoper training and PPE.

The training is valid only for the Mississippi Canyon 252 Oil Spill Incident. The training does not qualify you for activities that require additional Hazwoper training levels established at the 8, 16, 24, or 40 hour per 29 CFR 1910.120, and discussed in OSHA publication 3127 current as of 4/30/2010.

The training conforms to OSHA publication 3127 Table 3 for “Non-Recurring/Minimal Exposure” environments. Please review the publication for information on Oil Spill Site Characteristics, Job Function Examples, and Minimum Training & Experience.

In short, Service employees with this level of training may not handle fresh oil, deploy booms in an area with oil spill product present, pick-up saturated booms or absorbents, decontaminate PPE items and equipment saturated with oil, or participate in work activities having more than minimal exposure (see OSHA Pub. 3127).